



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

FROM: Stephen M. Dow
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Work Programs Section

BWSP OPERATIONS MEMO

No.: 01-11

File: 2445

Date: 03/13/2001

Non W-2 [] W-2 [X] CC []

PRIORITY: High

**SUBJECT: WORKFORCE ATTACHMENT & ADVANCEMENT (WAA)
PERFORMANCE STANDARDS**

CROSS REFERENCE: BWSP Operations Memos 00-33, 00-59 & 00-73.

EFFECTIVE DATE: Immediately

NOTE: Agencies are required to share this information with all subcontractors.

PURPOSE

This memo provides instructions for using new screen elements on CRWA and WPWA, added for the purpose of tracking WAA performance standards.

BACKGROUND

1999 Wisconsin Act 9 established the WAA program as a two-year program, with a contract from January 2000 to December 2001. This Act required that DWD measure the performance of all WAA agencies in four areas: job placement, job retention rates, increased earnings, and increased child support collections for non custodial parents (NCPs).

DWD has defined the 4 performance standards and has made significant progress in modifying the CARES system to track these standards. The standards are defined as follows.

EMPLOYMENT PLACEMENT FOR UNEMPLOYED PERSONS

Measure the percent of completed WAA episodes where the participant entered as unemployed and exited the program employed.

JOB RETENTION

Measure the percent of completed WAA episodes where the participant entered as employed and was still employed at program exit.

INCREASED EARNINGS

This measure will be split into two categories. a) For those participants unemployed at program entry, measure the average monthly earned income if they leave the program employed. b) For those employed at entry, compare the average monthly earned income at entry to the average earned income at program exit.

INCREASED CHILD SUPPORT COLLECTIONS FOR NONCUSTODIAL PARENT PARTICIPANTS

The increased child support collections standard will match child support collections information from the KIDS system to noncustodial WAA participants who entered and left the program.

INSTRUCTIONS FOR NEW SCREEN ELEMENTS***CRWA***

Two new fields have been added to CRWA to record entry employment status and entry earned income (monthly), when the participant begins the WAA program. These two fields are required entries on CRWA and the information for both fields can be taken from the WAA Application, DES 12138.

NOTE: For these fields, report information for the WAA participant only—do not report employment or earnings information for other household members.

If Employed at Entry is “Yes,” then the Entry Earned Income (Monthly) amount must be entered.

If Employed at Entry is “No,” then no entry is required for the earned income field. It is important to distinguish between earned and unearned income for the Entry Earned Income (Monthly) field. Report only income the participant earned through employment; income from other sources will be included in the income eligibility amount. On the WAA Application, earned income is listed in question 26. If employment is the source of income in the first line, marked “Self,” then report the employment earnings as the Entry Earned Income (Monthly) amount. For participants with previous records in CARES, earned income information on the application may have been based on information from AFUI; that information can also be used for this field.

See new screen sample below, new data elements lower right corner.

CRWA	WAA ELIGIBILITY VALIDATION	03/06/01 07:50
		XCTA42 J TONDRYK
RFA NUMBER: 6700211069		
PIN: 6100444038		SSN: 377070777
NAME: WAAA	TONDJO	WDA: 10 SO CENTRAL/DANE
PARTICIPATION BEG DT: 07 07 2000		
_ CUSTODIAL PARENT		
FAMILY SIZE: _ # ADULTS _ # CHILDREN		
X NON-CUSTODIAL PAR		
PATERNITY VERIF: Y		
TOTAL INCOME AMT(MTHLY): 400.00 CHILD SUPPORT PAID AMT(MTHLY): 100.00		
#	CHILDREN NAME	SSN DOB PTRNTY? CTY
1	LADDIE _ TONDJO _	444 54 5555 01 22 1998 Y 40
2	_ _	_ _ _ _ _ _ _ _
3	_ _	_ _ _ _ _ _ _ _
PROGRAM TRACK: _ 1 W2 X 2 WDB _ 3 COMBINED		
INCOME VERIF: Y INCOME ELIGIBILITY AMOUNT(MTHLY): 600.00		
WAA SERVICE CATEGORY: _ EMPLOYED AT ENTRY: Y		
WAA APP SIGNATURE DT: 07 07 2000 ENTRY EARNED INCOME(MTHLY): 500.00		

WPWA

Two new fields have been added to WPWA to record exit employment status and exit earned income (monthly), when the participant completes a WAA program episode. These are required entries before you complete the WAA episode on WPWI. Tran to WPWA and complete the new data elements at exit. If Employed at Exit is "Yes," then a monthly Earned Income at Exit amount is required. If Employed at Exit is "No," then no Earned Income information is required, and the Earned Income field can not be completed. See the new screen sample below, with the new data elements at lower left corner.

If you complete an episode on WPWI and you have not entered the data on WPWA, there is a hard edit in place that will force you to complete WPWA before completing WAA (note: this edit will be in place on March 12, 2001). You must obtain the information for the Employed at Exit and Earned Income at Exit fields for all participants who are exiting the program. Make every effort to contact the participant or the participant's employer in order to obtain this information.

WPWA	UPDATE WP-WA CLIENT INFORMATION	03/06/01 07:46
		XCTA42 J TONDRYK
PIN: 6100444038	SSN: 377 07 0777	WDA: 10 CTY/TRIBE: 28 OFFICE: 0561
NAME: WAAA	TONDJO	
CURRENT DETERMINATION	CUSTODIAL PARENT	X NON CUSTODIAL PARENT
PARTICIPATION BEG DT: 07 07 2000	WAA PGM REVIEW DUE DT: 01 03 2001	REVIEW COMPLETION DT: _ _ _
CUSTODIAL PARENT:		
FAMILY SIZE: _ # ADULTS _ # CHILDREN		
NON CUSTODIAL PARENT:		
TOTAL INCOME AMT(MTHLY): 400.00		PATERNITY VERIF: Y
CHILD SUPPORT PAID AMT(MTHLY): 100.00		
#	CHILDREN NAME	SSN DOB PTRNTY? CT
1	LADDIE _ TONDJO _	444 54 5555 01 22 1998 Y 40
2	_ _ _	_ _ _ _ _ _ _ _ _
3	_ _ _	_ _ _ _ _ _ _ _ _
PROGRAM TRACK: 2		
ADDITIONAL BARRIERS: OF _ _ _		WAA SERVICE CATEGORY: JT
INCOME VERIF AT REVIEW: _		INCOME ELIGIBILITY AMT(MTHLY) : 00.0
EMPLOYED AT EXIT: Y		ENTRY EARNED INCOME AMT(MTHLY): .0
EXIT EARNED INCOME AMT(MTHLY): 1100.00		WAA APP SIGNATURE DT: 07 07 2000
PF13 WPED PF14 WPJR PF15 WPWC PF22 WPWI		

COLLECTING INFORMATION FOR CURRENT AND COMPLETE CASES

In order to collect entry and exit information for all cases enrolled before the new screen elements were added, DWD is sending a separate letter to all WAA program managers. The letter includes an excel spreadsheet; all agencies are required to fill in the spreadsheet with information for each of the new screen elements. The spreadsheet must be completed and returned to DWD by March 22, 2001.

CONTACT

DES CARES Information & Problem Resolution Center

Email: carpolcc@dwd.state.wi.us
 Telephone: (608) 261-6317 (Option #1)
 Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.